G. R. S. IX-5]

Previous references.

G.P. 15-05 & 10, B. July 05.

1917-18

(G.P.)

Printed copy for help

File No. 12-17

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

P. 19 (E)

Serial Nos. 1

Part B for May 1918

SUBJECT.

Custody of important documents in the State-

S.G.I.

To
The Heads of Depts.
" Dy Comrs. of Dists
No M 7295-334 dated 31-5-18
Lays down definite rules regarding the preservation of valuable documents.

W D 88—GPB—50,000—24-7-18

M. Pandiasadhu
11-7-1918

G. R. S. 11] 1917.9

GENERAL AND REVENUE SECRETARIAT.

(97)

NOTES.

97 File No. 72

FILE HEADING.

Custody of important documents in the State.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

K 1/11/17
93-17

1 On the P.W. Department file No D.196 regarding the impossibility of recovering money due to Govt from a certain occupant of the Lansdowne Bazaars owing to the loss of the Mutchalika executed by the party, the Dewan noted as follows:—

NOTES—First Sheet.

P.T.O.

WD 1233—GPB—60,000—1-12-16—S.

(2

G. R. S. III-2]

General and Revenue Secretariat. | C 7 File No. 12 of 1917.

Serial No.

H. ins 93-17

" Forwarded to the Financial Secretary for favour of opinion.

I shall be glad if he will also furnish me with a note on the system in vogue in different offices in regard to the custody of important documents. If any fresh rules are necessary, will he be so good as to draft them in consultation with the Efficiency Audit Branch?"

(Ind.) M. V. 28.5.17.

(2) The Financial Secretary thereupon observed on 21.7.17. as follows

(1) . . . . . .

(2) " As regards the general question take an extract from Dewan's note, start a Seperate file & send it to Under Secretary E. Audit for a note."

This may be sent to E. Audit Branch.

J. Subd. 3
Tgas 27/7. for VIII). 26-7-17.

GEN. E. AUDIT. 31 JUL 1917

No. 14 — E. Au 4-8-17

4) The Branches of the Secty were consulted in regard to the existing practice (vide Routine Indn-pmt-mp).

5) From the information received

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

(3

G. R. S. III-2]

(3

General and Revenue Secretariat. | E. 7 File No. 72 of 191

Serial No.

It is seen that important documents are kept in Safe Custody in Treasuries in most Cases. In Some Cases they are kept in the offices Concerned.

(b) Section 386 Govt of India F.R. Code is extracted below:-

"a The Security bond or agreement of deposit, should, after execution, be deposited with the Executive Engineer before appointment to the department or before entrusting the person employed with the Custody of Stores or Cash. The bond should be retained permanently or until it is certain that there is no necessity for keeping it longer".

7. A similar provision exists in the Govt of India Railway Construction Code. (Vide Art 758 extracted below:)

"The Security bond or agreement of deposit should after execution be.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

4(4

G. R. S. III-2]

General and Revenue Secretariat. | G 7 File No. 72 of 1917.

Serial No.

Made over to the Engineer in Chief to be deposited with his Examiner before appointment to the Department or before entrusting the person with the Custody of Plans or Cards"

Sd/-
Illegible
22/9/17

(8) These are two classes of documents to be considered viz 1) documents executed by or in favour of Govt and affecting Govt interests 2) documents given by parties for registration or in the course of judicial proceedings. The preservation of both classes of documents demands equal care. But it seems difficult to suggest any arrangement which admits of uniform adoption in all offices. Perhaps a circular may be issued that when specially important documents come into the custody of Govt officers they should secure them in a sealed box and send the box to the nearest Treasury. Where the paper affects the pecuniary interests of Govt to the extent of Rs 5000 or more, it may be sent for safe custody to the State Bazaar Treasury.

A

NOTE—Contn. sheet.

By II

P.T.

Illegible
22/9/17

CONTROLLER'S OFFICE
5 - OCT 1917

WD 1233—GPB—60,000—1-12-16—S.

(5

5

G. R. S. III-2]

General and Revenue Secretariat. File No. 72 of 1917

Serial No. 9

Forwarded with compliments to the Comptroller Instempl. No for favour of myestion.
3.10.1917 SO
Assistant Typist

Note no. 70 For Secy

3 OCT 1917
X954-17

3 OCT 1917
X R 70

U.O.No. 443 Bank dated 10-10-17

10. Documents may be broadly viewed under two classes:-

(1) those which relate to some permanent arrangement to which Government is a party e.g., deeds of buildings purchased by Government, bonds executed by persons making permanent endowments under Government Orders No.Fl.472-502/G.F.15-09-2 and Fl.432-72/G.F. 15-09-1 dated the 15th July 1909.

(2) those which relate to arrangements of a temporary nature e.g., agreements executed by Excise Contractors, House Building Advance agreements.

Documents coming under class (1) may be sent for safe custody by the Comptroller, those of Class (2) may be kept by the respective Heads of Departments or Deputy Commissioners who ~~are~~ representing Government are parties to the agreements. These officers have generally safes in which valuables coming into their possession are kept, and there is no reason, why documents of the nature of contracts relating to the work of their departments, should not be kept by the heads of Departments or the Deputy Commissioners

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

G7 File No. 72 of 1917-8.

Serial No.

Commissioners concerned. Where there are no satisfactory arrangements for keeping valuables safely, the procedure in Articles 3 to 10 of the Mysore -- Treasury Manual may be followed.

As regards securities relating to Trust Accounts, vide Article 482 of the Mysore Treasury -- Manual and Articles 318-320 of the Comptroller's Office Manual.

Bangalore,
9th October 1917.
CV/9-10

M. Venkoba Rao
Comptroller.

Submitted.
11/10.

Please draft an official memo in terms of the Comptr's note and the portion marked at A in the U/S. Or vide note also, and enquire what arrangements are now made for the safe custody of important documents.

The memorandum or letter circular may commence with an observation that instances have come to the notice of Govt. of important documents which had been carelessly destroyed

NOTE—Contn. sheet.

WD 1233—GPB—60,CCC—1-12-16—S.

(7

G. R. S. III-2]

7 PW 93

7

General and Revenue Secretariat.

93 File No. 72 of 1917.

Serial No.

having been called ~~attention~~ to the ~~necessity~~ for making some definite arrangement for the preservation and custody of such documents, &c.—

18
31.12.1917

13 Subd with draft
PW
9/1/18.

14 Please put a clean typed draft.

15 Call for a sample form from the Comptr. for the register of valuable documents.

16 See if any register is prescribed in the rules framed by the E. A Branch.

18
11.1.18.

17 Subd with type draft & a sample form of the register in the comptroller's office.

18 The E. A Branch has not prescribed any register.
PW
16/1.

19 U/S. to Sr VIII with compliments for opinion formally as to the suitability of the draft

18
16.1.18

GEN. & REV. SECRETARIAT
VIII
AUDIT
17 JAN 1918
E. Sec. 127

NOTE—Contn. sheet 17-1-18

WD 1283—GPB—60,CCC—1-12-16—S.

(8

Jan 93

G. R. S. III-2]

General and Revenue Secretariat.

S.F. File No. 92 of 1917.

Ex. Asm. 127
18-1-18

Serial No.

20. There seems to be no absolute necessity to call for the opinions of Heads of Depts etc. The draft may perhaps be put in final form. In my view I have suggested some changes in the Returns with enclosures
(Asst Secy Sec II)
Nile
20/1/18

21. The circular inviting the opinion of all Depts was drafted not so much as to get suggestions for final decision but to know exactly how valuable documents are being dealt with at present.
I am afraid the issue of any formal order without knowing exactly how the many Heads will have the desired effect.
(Secy)
18
24.1.18

21.1.18
(24)

22. I think we may consult the Heads of Depts and Dy Commrs as proposed. Otherwise any order issued may not deal with all cases.
Smith
28.1.18

Please have the draft circular printed for the December SCH 1.18

23. Refer Secy's order of 28.5.17 extracted in Sec 2 of these notes. The circular may be approved.
(Mr. Crerar)
18
1.2.1918

2678
1.2.18
Typed circulars is put up
TCR 3/II

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

(1)

7 n93.

G. R. S. III-2]

General and Revenue Secretariat. | G 7 File No. 72 of 1917

Serial No.

24

Now redraft circular in usual form. When submitted you should remember the letter - ufent circular can be issued with a reply in duplicate.

25. The draft may be made def by way all cases.

4.2

26. The circular is redrafted Please put a neat typed copy for submission

18
11.2.18

27

Typed copy is put up (Mr Keay).

18
21.2.18

2911
2.2.18

295
22.2.18

1st Member

26/2

27/2/18

28

25

Mr
1/3/18

29

4610
2/3/18

Subd Bd recom). Vide Minute of 28.5.17 (copy in page 2 of Kam note).

18
2/3/18

30 May issue.

17.5.18.

21/5/18

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

(10

G. R. S. III-2]

General and Revenue Secretariat.

S. P. File No. 72 of 1917.

Serial No.	
1.	To The Heads of Departments " Deputy Commissioners of Districts. H no. 7295-334 dt 31-5-18 Lays down certain rules re the custody of important documents & states that the inspecting Officers should scrutinize the registers of valuable documents etc

NOTE—Contn. sheet.

Sent to Civil Secy

Mr Under Secy, Mr
VIII is on privilege
leave for 1 month
from 4-8-17. May
I/c will record his return

Mr
6/9/17

Cc
7/8

The office in charge of
this work will take it up &
work up the file -

Mr
7/8 Cc
7/8

Branches I to VII are kindly requested to state what arrangements exist at present in the depts under their control for the Custody of important documents, such as agreements, Tenchatikas etc.

Sec
9/8

9/8/17

Br I. Under the existing orders they are sent to the State Treasury Treasury for safe custody. Such documents executed in favour of Dy Commrs are kept in the District Treasuries —

10/8/17

Fa 9390

Br II

Br III

Fdis 197-17

GE JUDICIAL 13 AUG 1917 IAT

Br care workers to note

13/8/17

There are No Specific Rules on the Subject in the Registration & Printing Dept.

MSL
23/8

Information as to the practice in vogue in the Police Dept is not available in the Office. It may be got from the D.S.P

BH.
23/8/17

Rules regarding the custody of documents in civil courts are given on pages 48 & 49 of the Civil Digest. The bonds taken under Chapter VIII of the criminal procedure code are perhaps kept with the Magistrates concerned. No other information is available in this Branch & it has to be obtained from the Chief Court.

AM
23/8

~~There are no such documents in~~ No such documents are dealt with in the Legislative Section.

CB
23/8/17

Forwarded to Br IV for necessary action.

RRC
23/8/17

Passed on to Br V.

BBN
27/8/17

There are no specific rules on the subject in the Civil Section.

24/8/17

Govt in the Medical Dept does not enter into Contracts or take quotations from parties. No documents are either given or taken by the Secy — Documents are preserved in the Senior Surgeon's Office

W.S.

Information as to the practice in vogue in the Army Dept is not available in this office. It may be ascertained from the Chief Comdt, M.S.T.

Gen R. 408-17
G.

29/8.

No such documents are dealt with in the general miscellaneous section.

30/8/17

30/8/17

Documents received are deposited in the State Papers Registry

30/8 VB Passed on to Branch VI

They are lodged in the State Papers Registry

1/9/17 for VII

mes 175-17
Gen R.

WD 1233—GPB—60,000—1-12-16—S.

(4)

G. R. S. III-2]

General and Revenue Secretariat. | S.R. File No. 12 of 191).

Serial No.

It is seen that important Documents are kept in Safe Custody in Treasuries in ~~Some~~ ~~Cases~~ ~~depts~~ most Cases. In Some Cases they are kept in the Offices Concerned.

Sd/-
Illegible
9/9/17

Section 386 Govt of India P.W. Code Vol I provides that documents, books &c belonging to the P.W.D. Should be deposited with the Examiner, P.W. Accounts. A similar provision is made regarding documents belonging to the Railway Dept Vide Section 758 of the Govt of India Railway Code.

In the Impm State, the Documents are kept in the Executive Engineer's Office.

Sd/- Illegible
21/9/17

Sd/- Illegible
21/9/17

NOTE—Contn. sheet.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Fl. 7295-334—G. F. 72-17-1, dated 31st May 1918.

Preservation of Valuable Documents.

Lays down definite rules regrading the ——

W D A2393—GPB—4-7-18—405

2)

S. O

27

Preservation of Valuable Documents.

No. Fl. 7295-334 / G. F. 72-17-1 GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated Bangalore, 31st May 1918.

CIRCULAR.

Instances having come up to the notice of Government of important documents requiring careful preservation having been lost mainly owing to defective arrangements for safe custody with the result of some loss to Government, it is necessary that clear and definite rules in the matter should be laid down so as to ensure the preservation of valuable documents and enforce the responsibility of the officers concerned in all offices.

2. The several documents to be dealt with may be broadly classed under the following heads:—

(*a*) Securities deposited with a Government Officer *Ex-officio*.

(*b*) Those which relate to some permanent arrangement affecting Government interests to which Government is a party such as deeds of buildings purchased by Government, bonds executed by persons making permanent endowments under Government Order No. Fl. 432-72—G. F. 15-09-1, dated 15th July 1909.

(*c*) Those which relate to arrangements of a temporary nature, such as agreements executed by excise contractors, agreements for house-building advances, mutchalikas in acquisition cases, etc.

(*d*) Documents presented by parties for particular purposes *viz*, registration or in the course of judicial or other proceedings before Government Officers and all other classes of valuable documents not specifically referred to above.

3. As regards (*a*) securities in trust, chapter 11, of the Civil Account Code, Vol. I, and the supplementary rules in the Treasury Manual contain necessary instructions which should be strictly followed.

4. Documents in the possession of the head of an office coming under clause (*b*) of para 2 should be sent to the Comptroller for safe custody as soon as practicable after the order for record is passed on them by the proper authority, an office copy thereof being retained, if necessary, for reference.

5. Documents comprised under clause (*c*) of para 2 will ordinarily have to be retained by the respective heads of Departments or Deputy Commissioners or other officers representing Government in the transactions till they are finally disposed of.

6. The procedure regarding papers falling under (*d*) of para 2 is to be governed by statutory rules or departmental orders. Where no such rules or orders exist, the heads of departments should prescribe the best arrangement possible for the safe custody of all such valuable documents and the procedure prescribed for the treatment of confidential papers in No. G. 5203-51—E. and A. 4-14, dated 23rd November 1914 should *mutatis mutandis* be applied.

7. In all offices, a register of valuable documents in the form appended should be maintained and the receipts and disposals noted therein with the initials of a responsible officer. The documents should be preserved in safes or other receptacles intended to keep valuables coming into the possession of the officers concerned and where no such facilities exist, the procedure in Articles 2 to 10 of the Mysore Treasury Manual should be followed.

8. In conducting the half-yearly inspections of offices as laid down in order No. G. 10870-10918—E. A. 43-14-1, dated 10th April 1915, the Inspecting Officers should scrutinise the register of valuable documents and satisfy themselves that the entries therein are correct and up-to-date and that the rules regarding the safe custody of such documents are observed.

By Order,
J. S. CHAKRAVARTI,
Financial Secretary to Government.

To—The Heads of Departments,
The Deputy Commissioners of Districts.

Exd.—C. R.

No. FL. 7295-334—G. F. 72-17-1, DATED 31ST MAY 1918.

Register of valuables received in the Office.

Serial No.	Number and date of letter with which received	From whom received	Particulars	Initials of Gazetted Officer	Officer to whom made over	Initials of officer	How disposed of

No R 7295-33 G

Circular.

G.7.72-17-1

Instances having come up to the notice of Government of important documents requiring careful preservation havin been lost mainly owing to defective arrang ments for safe custody with the result of some loss to Government, it is necessary i that clear and definite rules in the matte should be laid down so as to ensure the preservation of valuable documents and enforce the responsibility of the officers concerned in all offices.

2. The several documents to be dealt with may be broadly classed under the following heads:-

(a) Securities deposited with a Govern- ment officer ex-officio.

(b) Those which relate to some permanen arrangement affecting Govern- ment interests to which Govern- ment is a party such as deeds of buildings purchased by Go- vernment, bonds executed by per sons making permanent endowmen under Government orders No. fl. 432-72/G.F.15-09-1 dated 15th July 1909 ~~and No. Fl. 473-503/ G.F. 15-09-2 dated 15-7-1909.~~

(c) Those which relate to arrangements of a temporary nature, such as agreements executed by Excis Contractors, agreements for

House-buildi

May this be

i Printed? No

ii treated as a standing order? Yes

iii published in the Gazette English part? No

iv translated? No

v placed at the disposal of the press? No

vi published in the Gazette Kannada part? No

5

house-building advances, mutchilikas in acquisition cases etc.,

(d) Documents presented by parties for particular purposes viz Registration or in the course of judicial or other proceedings before Government officers and all other classes of valuable documents not specifically referred to above.

3. As regards (a) securities in Trust chapter "C" of the ~~C.A.C.~~ Civil and Code Vol.I and the supplementary rules in the Treasury Manual contain necessary instructions which should be strictly followed.

4. Documents in the possession of the head of an office coming under c clause (b) of para 2 should be sent to the Comptroller for safe custody as soon as practicable after the order for record is passed on them by the proper authority an office copy thereof being retained if necessary for reference.

5. Documents comprised under clause (c) of para 2 will ordinarily have to be retained by the respective heads of Departments or Deputy Commissioners or other officers

officers representing Government in the transactions till they are finally disposed of.

6. The procedure regarding papers falling under (d) of para 2 is to be governed by statutory rules or departmental orders. Where no such rules or orders exist the heads of Departments should prescribe the best arrangement possible for the safe custody of all valuable documents and the procedure prescribed for the treatment of confidential papers in No. G. 5203-51 E & A.4-14 dated 23rd November 1914 should mutatis mutandis be applied.

7. In all offices a register of valuable documents in the form appended should be maintained and the receipts and disposals noted therein with the initials of a responsible officer. The documents should be preserved in safes or other receptacles intended to keep valuables coming into the position of the officers concerned and where no such facilities exist, the procedure in articles 2 to 10 of the Mysore Treasury Manual should be followed.

8. In conducting the half yearly inspections of offices as laid down in

order No.

No. G. 10870-10918 E A. 43-14-1 dated 10th April 1915, the inspecting officers should scrutinise the register of valuable documents and satisfy themselves that the entries therein are correct, and up-to-date and that the rules ragarding the safe custody of such documents are observed.

By order,

Financial Secretary to Government.

To

The Heads of Departments.

The Deputy Commissioners of Districts